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ABSTRACT

This bibliography was prepared to stimulate needed research and to disseminate information on opportunities for the poor and culturally disadvantaged as semi-professionals in human service occupations. About 150 annotations are contained in this bibliography referring to articles written since 1964. Section I lists works of general information about semi-professional careers and data on combined human services, physical and mental health, education, rehabilitation and social services, and miscellaneous occupations. Section II cites six sources of information on jobs which involve participation in community action, planning, or administration, and documents in Section III concern testing and selection procedures for semi-professionals. Additional resource information includes a selected listing of publications which regularly feature articles on the subject and research centers which develop, collect, and disseminate information in this field. (BC)

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POOR PEOPLE AT WORK

An Annotated Bibliography on Semi-professionals in Education, Health, and Welfare Services

Intramural Research Division
Office of Research,
Demonstrations, and Training

Social and Rehabilitation Service
U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

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Linda I. Millman
Catherine S. Chilman

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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Intramural Research Division
Office of Research,
Demonstrations, and Training

Social and Rehabilitation Service
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FOREWORD

This bibliography was prepared as one of the service functions of the Intramural Research Division of the Social and Rehabilitation Service. Among these functions is the stimulation of needed research and dissemination of information and knowledge, particularly in fields related to the rehabilitation of poor people. One of the avenues by which some poor people may escape from poverty is through employment as semi-professionals in human service occupations and participation in the program planning in such fields. This bibliography includes most of what has been written on this topic in the professional literature and official reports in the past five years. For the most part, these writings draw upon observation and theory since very little research has been undertaken and/or completed in this field.

It is anticipated that this material will be useful to program people, training personnel, and manpower specialists as they search for information related to this new occupational and employment trend.

It is to be hoped that this bibliography will be useful and stimulating to researchers whose activities are greatly needed in this area. Five years from now the literature should offer something more substantial than the largely descriptive materials which are now available.

In addition to research-based knowledge which may be focussed on semi-professionals as a distinct group of employees, one would expect new research approaches to explain the relationships of semi-professionals and professionals as interacting parts of the manpower system. Moreover, one would hope for research which assesses the processes and impact of participation by poor people as members of advisory committees and policy making boards in the fields of education, health, rehabilitation, and social welfare.

Genevieve Carter
Director, Intramural Research Division
Office of Research, Demonstrations and Training, SRS

INTRODUCTION

Opening up and enlarging opportunities for employment and volunteer activity in the human services occupations is an important, growing trend in this country. Particular emphasis is being placed on the development of such opportunities for poor people in their own neighborhoods. Most of these people have been unemployed or under-employed partly because artificial barriers have kept them out of jobs for which they may otherwise be fit. This is especially apt to be true if on-the-job training and further concurrent education is made available.

It is also increasingly recognized that occupations in the human service fields must be restructured. One line of reasoning emphasizes the related need to provide more and better opportunities for low-income groups in reference to employment and volunteer activity. It is also held that poor people understand their own neighborhoods best and that this understanding may offer important insights in reference to the kinds of programs needed and in reference to effective communication with local citizens whom health, education, welfare and rehabilitation programs seek to serve.

Another, and related line of reasoning, is based on the recognition that it is impossible to train enough professional personnel to meet the demands for staff in the health, education and welfare occupations. This is the most rapidly expanding occupational field in the country, today.

Development of openings for semi-professionals in these services does not necessarily mean that professional standards will be lowered. In fact, they may be raised as professionals are released from some tasks and are freed for supervisory, consultative, and other activities that clearly require professional expertise. Moreover, needed services can be expanded as semi-professional personnel are added to agencies to carry out new tasks as well as old ones. A number of health, education, rehabilitation and social service agencies are experimenting with the development of new occupational and volunteer opportunities for semi-professionals. They are finding that imaginative, flexible approaches apparently can result in enriched programs and successful employment of neighborhood people. Exact knowledge is lacking, however, as to what jobs may best be assigned to semi-professionals, how these jobs may best be filled, how training and education may be most effectively carried out, and what the long-range impact of this re-ordering of employment and occupational structure may be on employees and programs. Research related to these matters is almost non-existent.

On the other hand, social change is proceeding with such velocity that it is impossible to delay programs until we have enough research-based knowledge on which to build them. It appears to be imperative to meet the challenges of this change with the best knowledge that is available. This best knowledge, at the present, would seem to lie mainly in the field of social theory and reported observations and experiences.

The annotated bibliography which is presented here mostly contains materials of this kind. It has been prepared as an aid to professional personnel who have responsibility for program planning, supervision, and administration in the human service fields. It has also been prepared as an aid to centers for the training of professional personnel and as a guide to the literature in the field for program research specialists.

It will be observed that most of this literature is to be found in recent publications and journal articles. Most of it relates to employment of semi-professional personnel. Few reports are concerned with the role of poor people as volunteers, especially as members of advisory and policy making groups. This constitutes an important, growing trend, but relatively little has been published on this subject.

As noted above, the majority of these reports are based on theory and observation, rather than research. Observations are frequently related to small, pilot programs. In a number of instances these reports would appear to be somewhat biased by the conceptual commitment of the writers. This commitment may have its dangers in that it can engender over-proscriptiveness as to "how to do it". These proscriptions may or may not prove to be workable in all settings or in the long run. It would be unfortunate if a vital, new movement such as this one were to be undermined by too many easy assurances followed, perhaps, by a too ready abandonment of experimentation.

It seems that such experimentation is urgently needed, tied, whenever possible, to careful program research. It should always be tied to informal evaluation which includes the reactions of semi-professional and professional employees. Grants for related program research may be available upon appropriate application, to the Office of Research, Demonstrations and Training of the Social and Rehabilitation Service.

Cautions as to the lack of research which supports the development of new occupational structures and employment roles for poor people in the human service professions should not be taken to mean that such development is inadvisable. There is a similar paucity of research that supports the present, more traditional occupational structure in the human service fields and their related requirements that staff members must have certain levels of education and experiences. These requirements have largely grown out of conviction and judgment rather than research-based knowledge. For example, the little research that is available indicates a general lack of close relationship between education and test scores, on the one hand, and job performance, on the other.

Thus, new orders of knowledge are needed in these areas plus a flexibility of view-point that recognizes our changing social order and its challenges. It is hoped that this bibliography may serve as one of many guides to a further acquaintance with one aspect of these changes and challenges.

GUIDE TO USE OF THE BIBLIOGRAPHY

There is a growing movement in the human service fields to employ poor people as semi-professional staff members in community agencies. A great deal of literature on this topic has been developed in the past five or so years, as a result. Much of it is in professional magazines, journals, and reports.

Most of the approximately 150 annotations in this bibliography refer to materials written since 1964. Aside from generic articles, the inclusions in Section I concern the indigenous semi-professional in one of the human service fields--education, health, or welfare--or in a combination of these fields. The topics of Sections II and III are especially relevant to the basic issue of employing non-professionals. Because it is frequently difficult or inaccurate to categorize services, users of this bibliography should recognize that the classifications employed here are often more narrow and specific than the topics which some of the publications cover.

We have also included two appendices which list sources of information on semi-professional personnel which should be useful even after this bibliography is out of date. Appendix A lists several publications which regularly feature articles on this subject. Some research centers devoted to developing, collecting, or disseminating information in this field are listed in Appendix B.

In conclusion, we would like to mention two valuable sources of material for this bibliography. We are most grateful to the Office of State Merit Systems, whose exploration of the available literature on this subject provided the foundation for our own. We also obtained much useful information from the Topical Bibliography of Who's Who Among the Non-professionals, a publication of the Office of Juvenile Delinquency and Youth Development. Starred (*) references were selected from this source and are currently available in the Information Center of the Office of Juvenile Delinquency and Youth Development.

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I. SEMI-PROFESSIONAL CAREERS

A. General

Barr, Sherman.
"Professional Takes A Second Look." American Child, vol. 49, no. 1, Winter 1967, pp. 14-17.

Points out the drawbacks in programs employing the non-professional. Discusses responses of the professionals, attitudes of the poor, and economic segregation.

* Brager, George.
The Low-Income Non-Professional: An Overview of His Role in Program. Mobilization for Youth, New York, undated.

A description of the "style" of low-income non-professionals as seen during training programs involving 40 low-income inner-city residents.

Center for the Study of Unemployed Youth.
Summary of Proceedings: Workshop on Non-professional Careers for Disadvantaged Youth. Graduate School of Social Work, New York University, December 14-15, 1966.

Critical issues center around how to develop training ability, problems related to established institutional procedures or resistance of unions and professional groups, redefinition of professional roles and definition of nonprofessional roles, and upward mobility in new nonprofessional jobs. Emphasis placed on changes in Civil Service which might lead to new careers in the public sector.

Center for Youth and Community Studies.
Techniques for the Evaluation of Training Programs. Howard University, Washington, D.C., 1966.

An extensive report on ways to evaluate training programs for both staff and non-professionals. Included are samples of instruments used in evaluation.

SEMI-PROFESSIONAL CAREERS: General

Fried, Marc A.
"Is Work a Career?" Trans-action, vol. 3, no. 6, September-October 1966, pp. 42-47.

In making occupational advances, workers undergo transitional problems. The author discusses work as a job, as a task, as an occupation, and as a career.

Gordon, Jesse E.
Testing, Counseling and Supportive Services for Disadvantaged Youth. Experiences of MDTA Experimental and Demonstration Projects for Disadvantaged Youth. University of Michigan, 1966, mimeographed.

Report reviewing some of the knowledge and experience gained from experimental and demonstration projects in MDTA programs. Discussion includes assessment of counseling and recommended supportive services to disadvantaged youth in employment settings.

* Grant, J. Douglas, et al.
Job and Career Development for the Poor. Report prepared for the California Office of Economic Opportunity by the New Careers Development Project, Institute for the Study of Crime and Delinquency, October 1, 1965.

A report urging the formalization of positions for the poor. Includes the special contribution that the poor can make as well as a detailed description of possible positions.

Grosser, Charles F.
The Role of the Non-professional in the Manpower Development Programs. Submitted for Operation Retrieval, in fulfillment of Contract No. 82-34-66-32. Final draft.

Based on a comprehensive review and analysis of reports and other documents prepared by various Manpower Development Training Act-sponsored youth training programs and on numerous other materials collected by Office of Manpower Policy, Evaluation, and Research (Labor Department). Includes interviews on five project sites for recruitment and selection methods. Definition of non-professional is given.

SEMI-PROFESSIONAL CAREERS: General

Hansen, D.A.
"Functions and Effects of Subprofessional Personnel in Counseling," in Counselor Development in American Society, John F. McGowan (ed.), June 1965, pp. 211-233.

The effects of use of non-professionals on the counseling profession.

* Office of Manpower, Automation and Training.
The Indigenous Worker in Manpower Projects. U.S. Department of Labor, August 1964.

Describes the use of indigenous workers in manpower projects, with examples from New Haven, Boston, New York, Chicago, and Phoenix.

Riessman, Frank.
"Issues in Training the New Non-professional." Poverty and Human Resources Abstracts, vol. II, no. 5, September-October 1967, pp. 5-17.

Discusses the meaning of the "New Careers" concept, obstacles to the development of large programs utilizing non-professionals, the training of trainers, specific non-professional issues with which trainers must be prepared to deal, problems experienced by the non-professional, principles which should guide the training of non-professionals, the relationship of training to job performance for the non-professional, recruitment and training of non-professionals. The author makes some specific recommendations regarding the conducting of a training program and draws some conclusions as to the nature and characteristics of a good training program.

Riessman, Frank.
Some Specific Recommendations for Training Non-professionals. Mimeographed, October 1965, 7 pages.

Specific recommendations, growing directly out of various experiences with the non-professional, which may be useful in anticipating and meeting difficulties.

SEMI-PROFESSIONAL CAREERS: General
Combined Human Services

Riessman, Frank.
Strategies and Suggestions for Training Non-professionals. New York University, May 1966, 11 pages.

Outlines some basic differences between professionals and non-professionals which should be maintained in tasks in pretraining and in on-the-job training. Suggests methods of best possible use of the professional in the training process.

Riessman, Frank.
Two Anti-Poverty Strategies: New Careers vs. the Guaranteed Annual Income. New York University, January 1967, 24 pages.

Critique of the Cloward-Piven "welfare crisis" tactic for achieving guaranteed annual incomes as a way to end poverty. Suggests instead the developing of many new non-professional careers in the public sector.

Unified Social Services Unit.
Demonstration Project Under Section 207 of the Economic Opportunity Act of 1964, as amended. Community Progress, Inc., New Haven, Connecticut, xeroxed, n.d., 42 pages.

Report outlines past activities and observations in several areas, including staff recruitment and training, focusing especially on the interaction of professionals and non-professionals.

B. Combined Human Services

Allen, Robert F., et al.
The Elizabeth Project: An Approach to the Training of Non-professionals. Presented at Conference on Training the Non-professional, sponsored by Scientific Resources Incorporated, March 15-16, 1967, Washington, D.C.

Describes a program to train indigenous non-professionals as community aides for adult education and other community projects. Motivation and potential were given primary consideration as factors in selection. A chart comparing salary before and after training is included and may be used as one criterion for the success of the program.

SEMI-PROFESSIONAL CAREERS: Combined Human Services

Battle, Mark.
"The Pitfalls." American Child, vol. 49, no. 1, Winter 1967, pp. 17-19.

The author wants to avoid "pitfalls" in implementing the New Careers concept. Discusses provision for job advancement, creation of vital services, private sector potential, adequate pay scale, dignity of concept, and orientation of professionals. Warns against "name branding" and misuse of program.

Benjamin, Judith G.
The New Jersey Public Employment Career Development Program, an excerpt from a paper by Judith G. Benjamin.

This program is designed to bring the poor into civil service. The State Civil Service Commission agreed to make changes in its regulations: for example, elimination of education requirements and wider application of the "trainee" title. Efforts have been made to develop career line jobs in Civil Service.

Blum, Henrik L., M.D., et al.
"The Multipurpose Worker and the Neighborhood Multiservice Center: Initial Experiences and Implications of the Rodeo Community Service Center." American Journal of Public Health, vol. 68, no. 3, March 1968, pp. 458-468.

Reports on the first multipurpose worker project in the U.S. and the resultant development of a neighborhood multiservice center. Describes the inservice training of workers, their deployment, and the significance for the sponsoring and related agencies in providing meaningful service to clients and neighborhoods. Makes predictions as to the future of agencies providing well-being services.

Bredemeier, Henry C.
"New Strategies for the War on Poverty: A Plan to Enlist Private Enterprise in the Management of Social Welfare," in Combatting Social Problems: Techniques of Intervention, Harry Gold and Frank Scarpitti (eds.), New York, Holt, Rinehart and Winston, 1967, pp. 43-50.

There are many routine jobs in welfare agencies, schools, hospitals, and police and fire departments that could be undertaken by people with minimum training, or while training is in process.

SEMI-PROFESSIONAL CAREERS: Combined Human Services

California Office of Economic Opportunity, New Careers Development Project, Institute for the Study of Crime and Delinquency.
Job and Career Development for the Poor. Report prepared for the California Office of Economic Opportunity, October 1, 1965 (rough draft, for discussion only).

Describes a demonstration project using non-professionals as assistant teachers during the summer in an economically-distressed area. Appendices include typical tasks and minimum qualifications for employment as youth advisor, psychiatric technician trainee, and homemaker, as observed by the authors.

Center for Youth and Community Studies.
Job Descriptions of Community Aides. Training Reports, Curriculum Series No. 10, Howard University, Washington, D.C.

Job descriptions for community aides: day care center aides, family counseling aides, foster home aides, health care aides, legal aides, probation aides, recreation aides, research aides, remedial aides, school classroom aides, and school library aides. Gives proposed duties and qualifications.

Center for Youth and Community Studies.
Training for New Careers. Curriculum Series No. 7, Howard University, Washington, D.C., undated.

Considers requirements for human service aides including job definition and selection criteria beyond expressed interest, poverty, and need for a job.

Center for Youth and Community Studies.
Training Program for Neighborhood Workers. United Planning Organization Neighborhood Development Center No. 1, Training Report No. 2, Howard University, Washington, D.C., April 1965.

An initial training program involving the neighborhood worker. Included are descriptions of the group selected and selection procedures.

SEMI-PROFESSIONAL CAREERS: Combined Human Services

Denham, William, et al.
The Neighborhood Worker, A New Source for Community Change. Institute for Youth Studies, Howard University, May 1966.

The training and use of local residents as non-professional neighborhood workers. The report gives the assets the neighborhood worker brings with him as he enters the program, lists the duties to be performed, and the skills he must acquire. Selection criteria focus on the candidate's attitude toward his neighborhood and the people who live in it. Criteria such as residency, age, employment, and personality requirements are also suggested. Recruitment information is given.

Felsenfeld, Naomi S.
Training Report No. 14, Training Program for Neighborhood Workers. Neighborhood Development Center #3, United Planning Organization, Washington, D.C., January 1966.

A report on the entry-training of a group of indigenous non-professional workers who were hired by the United Planning Organization. Those chosen were judged to be qualified because of their leadership potential.

Fine, Sidney A.
Guidelines for the Design of New Careers. The W.E. Upjohn Institute for Employment Research, 300 South Westnedge Avenue, Kalamazoo, Michigan, 49007, September 1967, 23 pages, 25 cents.

Discusses technical and strategic guidelines for designing new careers.

Fishman, J. R., et al.
Community Apprentice Program. The Center for Youth and Community Studies, Howard University, The President's Committee on Juvenile Delinquency and Youth Crime, Washington, D.C., June 1965, 107 pages.

Describes a program concerned with group training and placement of ten deprived youths, age 16 to 21, in the human service fields of child care, recreation, and social research. Included are referral and selection procedures, and descriptions of core and specialty training.

SEMI-PROFESSIONAL CAREERS: Combined Human Services

Fishman, Jacob R., M.D., et al.
Position Descriptions for New Careers. U.S. Department of Labor, Manpower Administration, Bureau of Work-Training Programs.

A collection of position descriptions intended to assist in the job development phase of New Careers program development. Includes a variety of entry level positions in the major human services, as seen by the author.

Fishman, Jacob,and Terris, Shirley.
Procedural Guide for Program Development in New Careers. University Research Corporation, 1424 16th Street, N.W., Washington, D.C. 20036.

Provides guidelines and assistance to staff participating in the organization and development of a New Careers program in a community. Examples are given of agencies and institutions which might provide employment. Job titles and task categories are suggested for many types of new careerist positions.

* Freedman, Marcia K.
"The Use of Non-professionals--A Survey," in New Careers: Ways Out of Poverty for Disadvantaged Youth, A Conference Report, Center for Youth and Community Studies, Howard University, Washington, D.C., March 1965, pages 25-37.

Outlines certain assumptions which must be present if a new careers concept is to be developed. Problems in the way of the implementation of the concept are listed.

Grant, J. Douglas.
"New Careers Development in the Change Agent Field," in Training Series for Social Agencies, Vol. 8, Readings in Planned Change, Robert Schasre and Jo Wallach (Eds.),The Delinquency Training Project, Youth Studies Center, University of Southern California, Los Angeles, July 1965. Grant Office of Juvenile Delinquency and Youth Development, Welfare Administration, United States Department of Health, Education, and Welfare.

Contains some descriptions of the change agent (who is to bring about change in individuals, in groups, or in organizations). Various kinds of training, data handling and group sensitivity methods are discussed.

SEMI-PROFESSIONAL CAREERS: Combined Human Services

* Grant, J. Douglas.
"Trends in Corrections Leading to a New Career Strategy," in New Careers: Ways Out of Poverty for Disadvantaged Youth, A Conference Report, Center for Youth and Community Studies, Howard University, Washington, D.C., March 1965, pages 74-82.

Includes a description of a lay counselling program in Folsom Prison based on precedents set by other self-help programs. Suggests that delinquents can be used as tutors, researchers, community development workers, big brothers and as trainers of professional staff.

Greenleigh Associates, Inc.
A Public Employment Program for the Unemployed Poor. Greenleigh Associates, Inc., November 1965.

The need for Federally-funded employment opportunities for the unemployed poor. Includes estimates of the numbers and kinds of jobs that could be created through a public employment program in various fields of service.

* Jacobson, Raymon.
"The Role of Civil Service in the Development of New Careers," in New Careers: Ways Out of Poverty for Disadvantaged Youth, A Conference Report, Center for Youth and Community Studies, Howard University, March 1965, pages 143-149.

Guidelines for the formalization for new career positions within the Civil Service structure.

Klein, William, et al.
Leadership Training for New Careers: The Non-professional Counselor, Supervisor and Trainer. Information Clearinghouse, New Careers Development Program, University Research Corporation, Washington, D.C., 112 pages.

Report based on a project conducted by the Howard University Institute for Youth Studies to train and develop positions for disadvantaged young adults. The program was designed as a basic model which may be useful as training and preparation for a variety of position categories entailing training, counseling, or supervisor functions. Included are training curriculum and job development suggestions as well as a description of an actual training program and individual and program evaluation guidelines, as seen by the authors.

SEMI-PROFESSIONAL CAREERS: Combined Human Services

Klein, William, et al.
Training Non-professional Workers for Human Services. Institute of Youth Studies, Howard University, Washington, D.C., May 1966.

Discusses job development training and employing local residents as non-professional neighborhood workers. Candidates are "screened in" instead of "screened out", so that applicants with limitations that would ordinarily disqualify them are considered. A special recruitment process details time allowance, dissemination of public information, and word-of-mouth contact.

Levine, Myrna,and Pearl, Arthur.
Designs for the Evaluation of Training Programs. Training Report, Curriculum Series no. 13. Howard University Center for Youth and Community Studies, April 1965.

Methods of evaluation of New Careers training programs.

Lynton, Edith F.
"The Non-professional Scene." American Child, vol. 49, no. 1, Winter 1967, pp. 9-13.

Describes some of the problems (one-level job design, credentials, and traditional selection methods) of designing jobs that offer a career opportunity for the disadvantaged in health services, education, and social welfare fields.

Lynton, Edith F.
The Subprofessional Scene. 6 work papers by the National Committee on Employment of Youth of the National Child Labor Committee, New York.

Papers 1-3: A survey of subprofessional workers, including a definition of and the rationale for subprofessionals; the shortage of manpower in health, education, and welfare (statistics included), the relationship between quality of service and utilization of personnel, and the current status of subprofessionals in health, education, and welfare (job descriptions, problems, employee effectiveness, employment statistics, and attitudes of the professionals).

Working Paper No. 4: Education and careers in human services. Distinctions in staff based on education; the types of instructional training and programs that are judged to lead to competency at various levels.

SEMI-PROFESSIONAL CAREERS: Combined Human Services

Lynton, Edith F. (continued)

Work Papers No. 5 and No. 6: Selected models of subprofessional careers. Work Paper No. 5, dealing with subprofessionals in health, describes selected programs as examples of some possibilities for career planning for subprofessionals. Work Paper No. 6, subprofessionals in the schools, contains suggested guidelines for institionalizing an auxiliary personnel program and some information about selection, recruitment, delineation of duties, and job levels.

Lynton, Edith, and Asten, Mildred.
Selected Models of Non-professional Careers. National Committee on Employment of Youth of the National Child Labor Committee, New York.

Working papers discussing on-going training programs in the human service fields.

* MacLennan, Beryce W.
"Training for New Careers," in New Careers: Ways Out of Poverty for Disadvantaged Youth, A Conference Report. Center for Youth and Community Studies, Howard University, Washington, D.C., March 1965, pages 107-121.

An analysis of what appears to be required of a training program for new careerists. Includes a proposed outline of course content and teaching techniques.

Manion, Donald, and Grant, Janet and J. Douglas.
Patient Training Survey. August 1966. (under joint sponsorship Mandocino State Hospital New Careers Development and the Institute for the Study of Crime and Delinquency.)

Report of a research project concerning the impact of training on non-professional psychiatric aides. Patients from a mental hospital were trained as subprofessionals in the human services. Duties of the psychiatric technician aide and present selection requirements are given. Appendix C shows the change in the study groups as compared to the control groups in terms of economic security, self-improvement, personality, and occupation.

SEMI-PROFESSIONAL CAREERS: Combined Human Services

* Marshall, Kenneth.
"The Use of the Non-professional in Community Organization," in New Careers: Ways Out of Poverty for Disadvantaged Youth, Center for Youth and Community Studies, Howard University, Washington, D.C., March 1965, pp. 83-89.

Describes the potential use of delinquent youths as tutors and big brothers, in the arts and in youth businesses.

McClary, Howard C.
"Neighbor to Neighbor." Children, vol. 15, no. 3, May-June 1968, p. 127.

Some problems and advantages in employing neighborhood workers, for both the worker and the agency, as judged by the author

* Mogulof, Melvin B.
Patterns and Consequences of Involving Neighborhood Residents in Anti-Delinquency Programs. Paper delivered at Conference of Michigan Welfare League, November 1964.

An outline of the problems that face the poor in securing the services they need.

Nixon, R. A.
Legislative Dimensions of the New Careers Program. New York University, New York.

Describes socioeconomic trends and the New Career program.

* Office of Juvenile Delinquency and Youth Development.
Neighborhood Service Centers Today. A report of a "Conference on New Ways of Delivering Service to Low Income People." Welfare Administration, Department of Health, Education, and Welfare, February 11, 1966.

A description of the operation of neighborhood service centers in a number of communities. The objectives of the centers are given as well as an outline of the services they provide. The role of the non-professionals is discussed.

SEMI-PROFESSIONAL CAREERS: Combined Human Services

Office of Juvenile Delinquency and Youth Development.
Who's Who Among the Non-professionals. U. S. Department of Health, Education, and Welfare, 1966.

An analytic overview of material currently available in the Information Center of the Office of Juvenile Delinquency and Youth Development related to the use of indigenous non-professionals in juvenile delinquency prevention and treatment programs and in community action projects. Presents a rationale for the use of a new level of staff personnel in a variety of social services; summarizes observations relating to selection, training, and supervision of such personnel; and identifies areas requiring further study. Also contains an annotated topical bibliography of material available in the Information Center of the Office of Juvenile Delinquency and Youth Development at the time of publication. Although the paper has not been edited or evaluated and has not been approved or endorsed by the Department, it has been made available for limited circulation in this form for practitioners, academicians and researchers in the field of juvenile delinquency.

Pearl, Arthur.
"New Careers--An Overview," in New Careers: Ways Out of Poverty for Disadvantaged Youth. A Conference Report, Center for Youth and Community Studies, Howard University, Washington, D.C., March 1965, pp. 10-23.

Suggests poverty and inequality are due to systems of "locking in" and "locking out." Feels that staff shortages in human service professions can be met through the employment of the poor. Jobs must be accompanied by training and the opportunity for advancement.

Pearl, Arthur.
"New Careers: One Solution to Poverty." Poverty and Human Resources Abstracts, vol. II, no. 5, September-October 1967, pp. 23-34.

Discusses the implications of "New Careers" for the future of the human service fields and possible solutions which the "New Careers" concept offers to the unemployed poor. Relates "New Careers" to political reformation, economic growth and prosperity and outlines the state of "New Careers" efforts at the present time (1967).

SEMI-PROFESSIONAL CAREERS: Combined Human Services

Pearl, Arthur, et al.
Evaluation of Pre-school Aide Program. Training Report No. 12, Institute for Youth Studies, Howard University, Washington, D.C., April 1965.

Selection criteria, referrals, sources, interviews and physical examinations for a community aide program in which ten youths were selected to be trained as aides.

Pearl, Arthur, and Riessman, Frank.
New Careers for the Poor. The Free Press, New York, 1965.

Defines and promotes the New Careers concept. Discusses the non-professional in social work, teaching, recreation, and health services.

Perlman, Robert, and Jones, David.
Neighborhood Service Centers. Department of Health, Education, and Welfare, Office of Juvenile Delinquency and Youth Development, Washington, D.C., 1967.

Examines the six neighborhood service centers receiving funds from the Office of Juvenile Delinquency and Youth Development and their use of indigenous workers.

Pilnick, Saul, and Allen, Robert F.
Adolescent Integrity: from Highfields to Essexfields, Collegefields, and Scientific Resources Incorporated. Presented at "Conference on Training the Non-professional," sponsored by Scientific Resources Inc., March 15-16, 1967, Washington, D.C.

Programs for rehabilitation of juvenile delinquents. Some of the rehabilitated youths are used as human resources consultants and in new carreerist positions.

Pointer, Avis Y., and Fishman, Jacob R., M.D.
New Careers: Entry Level Training for the Human Service Aide. U.S. Department of Labor, Manpower Administration, Bureau of Work-Training Program, Washington, D.C., March 1968.

Discusses the new careers concept, training design, components of the entry training program, and training methods.

SEMI-PROFESSIONAL CAREERS: Combined Human Services

Pruger, Robert, and Shaffer, Anatole.
New Careers and Community Development: The Community Worker. Contra Costa Council of Community Services, April 1967, pub. no. 115.

Report of a program to identify potential job development areas. This report deals with nine persons employed as community workers, their selection, training, and orientation. Describes the new careerist's methods, role in the group in which he is employed, self-involvement, and conflicting loyalties.

Reiff, Robert, and Riessman, Frank.
The Indigenous Non-professional: A Strategy of Change in Community Action and Community Mental Health Programs. No. 1964, Report No. 3, U.S. Department of Health, Education, and Welfare, reprinted with permission of National Institute of Labor Education Mental Health Program.

Presents the need for indigenous non-professionals to fill the manpower shortages in the new community action and mental health programs, and how they can form a bridge between professionals and recipients. A detailed explanation of the "expediter" (liaison between the client and the agencies), a new position filled by the indigenous non-professional, including precedents for such a position, descriptions of the job, a comparison of the expediter's role to that of other indigenous non-professionals. Training the non-professional and suggested ways to avoit pitfalls, such as the non-professional's tendency to lose touch with the community once he is in the program. Includes the authors' guidelines for recruitment and selection.

Riessman, Frank.
"The New Anti-Poverty Ideology." Poverty and Human Resources Abstracts, vol. 1, no. 4, July-August 1966, pp. 5-16.

The Community Action Program's emphasis on maximum feasible participation of residents provides a means of using non-professionals in community services. Non-professional personnel and jobs can reduce unemployment, manpower shortages, and welfare dependency.

Riessman, Frank.
"The New Careers Concept." American Child, no. 1, Winter 1967, pp. 2-8.

The "New Careers" theory. Contrasts the traditional non-professional with the new non-professional; describes the occupational functions for non-professionals and professionals; and discusses the advantages, present short-comings, and needs of the programs.

SEMI-PROFESSIONAL CAREERS: Combined Human Services

Schmais, Aaron,
Implementing Non-professional Programs in Human Services. Center for the Study of Unemployed Youth, Graduate School of Social Work, New York University, Summer 1967, 83 pages, $1.00.

The development of large-scale programs for non-professionals in growing public agencies faced with numerous vacancies.

Shaffer, Anatole, and Specht, Harry.
Training the Poor for New Careers. Contra Costa Council of Community Services, Mongraphy Series No. 105, 1965.

Utilization of non-professionals with the schools, police, and a university (as research workers). Appendix A: job description; B: addendum to job responsibilities section of school New Careerists job description.

Taran, Freeda B.
"The Utilization of Non-professional Personnel in Social Work Services," in New Careers: Ways Out of Poverty for Disadvantaged Youth. A Conference Report. Center for Youth and Community Studies, Howard University, Washington, D.C., March 1965, pp. 95-106.

There might be four occupational levels in social work--the professional, the specialist, the sub-professional and the aide. Indigenous workers might function as case aides, parent education aides, visiting homemakers, community organizers, work crew chiefs, youth leaders and tutors.

The Indigenous Low-income Non-professional in the Mobilization Program, Action on the Lower East Side, Progress Report and Proposal, July 1962--June 1964, Mobilization for Youth, Inc., pp. 147-155.

The use of indigenous non-professionals in the Visiting Homemaker Service, the Parent Education Aide Unit, and the Community Development Program of the Mobilization programs.

SEMI-PROFESSIONAL CAREERS: Combined Human Services
Physical and Mental Health

Wiley, Wretha.
Designing Jobs and Careers in Model Cities Program. New Careers Development Center, New York University, September 1967.

Article describes problems involved in a simplistic approach to job development for non-professionals, illustrates a developmental approach to job and career design for a new careers program. Outlines 5 step career ladder in urban planning with particular reference to Model Cities Programs.

C. Physical and Mental Health

Appel, Yetta H.
The Utilization of Non-professional Personnel in Service Roles in the Provision of Mental Health Services: An Exploratory Assessment. Prepared for the National Institute of Mental Health by the Center for Research and Demonstration, Columbia University School of Social Work, New York.

An exploratory assessment of the use of non-professional personnel to provide direct service in mental health. The report also describes the job of the "expediter" and the social work assistant.

Bellin, Lowell, et al.
"Preparing Public Sub-professionals Recruited from the Poverty Group--Lessons from an Office of Economic Opportunity Work Study Program." Reprinted from the American Journal of Public Health, vol. 57, no. 2, February 1967.

Describes a two-year work-study project in a college environment composed of high school graduates from a low socioeconomic group to prepare them to be public health sub-professionals.

Cassell, Frank H.
"Counseling--Specialization and Teamwork." Employment Service Review, vol. 3, no. 12, December 1966, pages 1-2.

Suggests use in the Employment Service of non-professionals to perform tasks not requiring counseling skills in order to free counselors for counceling duties and offset the shortage of professional counseling personnel.

SEMI-PROFESSIONAL CAREERS: Physical and Mental Health

Cassell, Frank H.
"The Challenge of Health Manpower." Employment Service Review, vol. 3, no. 11, November 1966, page 3.

Proposal for the use of auxiliary health and medical personnel to relieve manpower shortages in these fields, and to develop employability.

Center for Youth and Community Studies.
Leadership in the Training of Human Service Aides. Howard University, 1965-1966.

A proposal for a training program for health careers for the non-professional. The goals of the program are to provide: a. needed health manpower, b. education for the sub-professional leading to full job competence and qualifying certification, c. opportunity for the pre-professional to further pursue a career leading to full professional status, d. a sense of community commitment and stimulate potential community participation in health services.

Center for Youth and Community Studies.
Health Aide Training Curriculum. Training Reports, Curriculum Series no. 5, Howard University, Washington, D.C.

A description of a health aide curriculum which might serve as a model for training, not only of the specific health aide position, but, with minor revisions in content, for a number of other sub-professional jobs in the medical and health fields.

Christman, J. J.
"Group Methods in Training and Practice: Non-professional Mental Health Personnel in a Disadvantaged Community." American Journal of Orthopsychiatry, vol. 36, no. 3, April 1966, pages 410-419.

The training of non-professionals.

* Duhl, Leonard.
"Manpower Strategies in Community Mental Health," in New Careers: Ways Out of Poverty for Disadvantaged Youth. A Conference Report. Center for Youth and Community Studies, Howard University, Washington, D.C., March 1965, pages 45-48.

Suggests the establishment of positions of "case-manager and "multi-purpose worker".

SEMI-PROFESSIONAL CAREERS: Physical and Mental Health

* Ewalt, Jack R.
"The Use of the Non-professional in Mental Health," in New Careers: Ways Out of Poverty for Disadvantaged Youth. A Conference Report. Center for Youth and Community Studies, Howard University, Washington, D.C., March 1965, pages 38-43.

Suggests that many functions in the mental health field could be performed by non-professionals.

Fendall, N.R.E.
"Auxiliary Health Personnel Training and Use." Public Health Reports, vol. 82, no. 6, June 1967, pages 471-479.

Describes the training and use of auxiliary health personnel to overcome manpower shortages and to serve rural areas. Emphasis is on what has been or should be done in newly emerging countries. Contains a categoration of the auxiliaries as single-purpose, multi-purpose, and all-purpose.

Frankel, John.
"To Break the Cycle of Poverty and Poor Health." Employment Service Review, vol. 3, no. 11, November 1966, pages 18-20.

Describes a community action project to increase health services to the poor by use of sub-professionals.

Hallowitz, Emanuel, and Riessman, Frank.
"The Role of the Indigenous Non-professional in a Community Mental Health Neighborhood Service Center Program." American Journal of Orthopsychiatry, vol. 37, no. 4, July 1967, pages 766-778.

Describes four health centers, each staffed by five indigenous non-professionals and one professional mental health specialist. Contains information about the selection and training of the mental health aides. Success of the program is judged in terms of the 6,000 families that can be serviced per year at the centers, in the effective use of the non-professionals as a bridge, and in their ability to perform tasks ordinarily performed by the professional.

SEMI-PROFESSIONAL CAREERS: Physical and Mental Health

Heath, Alice M.
"Health Aides in Health Department," in Public Health Reports, vol. 82, July 1967, no. 7, pages 608-614.

Describes the apparently successful use of health aides in the Kern County Health Department in California. Covers the duties of the aide and the observed benefits of the program.

Heller, Barbara S. and Sharp, Laure M.
Evaluation of the Neighborhood Health Aide Project (1963-July 1, 1966). Bureau of Social Science Research, Inc., 1200 Seventeenth Street, N.W., Washington, D.C., November 1966, 70 pages.

Neighborhood Service Project (Washington, D.C.) caseworkers provided health services for the clients (low-income families) but found that social work skills were not necessary to perform these services. Though progressively more professional in their self-perceptions, the health aides maintained their neighborly role. Their most important function appeared to be directing families to community resources and cutting red tape.

Johnston, Helen L.
"Health Manpower to Serve Migrant Farmworkers and Families." Employment Service Review, vol. 3, no. 11, November 1966, pages 89-91.

Details the increased health services now available to migrant farm workers. Included in the article is a job description of the health aide.

MacLennan, Beryce, et al.
The Implications of the Non-professional in Community Mental Health. Center for Youth and Community Studies, Howard University, Washington, D.C., for presentation at the 43rd annual meeting of The Orthopsychiatric Association, Inc., San Francisco, California, April 13-16, 1966.

Discussion of the non-professional in the mental health field and his job mobility.

SEMI-PROFESSIONAL CAREERS: Physical and Mental Health

Mitchell, Lonnie E.
A Psychologist's Perspectives on the Use of Non-professionals in Mental Health Work. Presented at the American Psychological Association-National Association of Social Workers Conference on the Use of Non-professionals in Mental Health Work, May 4, 1967, Washington, D.C.

The implications of the employment of the indigenous non-professional as mental health specialist and as contributor to mental health through human service and community action for the individual, the organization of institutions, the social organization, and the future of society.

Mitchell, Lonnie E.
Training for Community Mental Health Aides: Leaders of Child and Adolescent Therapeutic Activity Groups. Institute for Youth Studies, Howard University.

Describes a small demonstration project to train local youth as community mental health aides to provide for the prevention and treatment of mental health problems of youth from disadvantaged backgrounds through the utilization of trained local youth from similar backgrounds.

National Center for Urban and Industrial Health.
Health Educator Aides. A Method for Improving the Urban Environment Tested in Chicago, Illinois. U.S. Department of Health, Education, and Welfare, Public Health Service, Cincinnati, Ohio, February 1968.

The role of Health Educator Aides in improving environmental health conditions in the city by changing the attitudes of residents and strengthening their motivation to achieve and maintain a healthier way of living.

Office of the Assistant Secretary (Planning and Evaluation).
Delivery of Health Services for the Poor, Program Analysis. U.S. Department of Health, Education, and Welfare.

Examination of the personal health needs of the poor. Background data is given on who are the "poor", their health status, their patterns of receipt of health services, and major current health programs affecting the poor. Manpower programs including Neighborhood Health Aide are proposed.

SEMI-PROFESSIONAL CAREERS: Physical and Mental Health

Phillips, Charles W., et al.
Job Development and Training for Workers in Health Services. Health, Education, and Welfare Indicators, August 1966.

A report on the 1966 job development conference sponsored by the Departments of Labor and Health, Education, and Welfare, to discuss the recruitment and training of auxiliary health workers. Included are charts indicating years of education and training beyond high school for careers in selected health occupations.

Riessman, Frank.
New Approaches to Mental Health Treatment for Labor and Low Income Groups. New York: National Institute of Labor Education Mental Health Program, February 1964.

In recommending a modification of the traditional forms of psychotherapy in treating the blue-collar and low income people, the use of indigenous personnel is advocated as potentially beneficial to both those helping and those being helped.

* Reiff, Robert.
"The Use of the Non-professional in Community Mental Health," in New Careers: Ways Out of Poverty for Disadvantaged Youth. A Conference Report. Center for Youth and Community Studies, Howard University, Washington, D.C., March 1965, pages 63-68.

Discusses two functions for the non-professional--the healing function and the expediter.

Reiff, Robert and Reissman, Frank.
The Indigenous Non-professional. A Strategy Change in Community Action and Community Mental Health Programs. National Institute of Labor Education, Mental Health Program, Report #3, New York, 1964.

A strategy designed to meet the manpower and programmatic crises that face the new community action and community mental health programs. An analysis of the need for and use of indigenous non-professionals as "bridgemen" between the professional worker and low income people. A fifty-five item bibliography of publications related to this topic, primarily for the years 1960-1964.

SEMI-PROFESSIONAL CAREERS: Physical and Mental Health

* Robinson, Rachel, and Roman, Melvin.
"New Directions for the Psychiatric Aide," in New Careers: Ways Out of Poverty for Disadvantaged Youth. A Conference Report. Center for Youth and Community Studies, Howard University, Washington, D.C., March 1965, pages 49-62.

A description of a program involving psychiatric aides. Paper includes the authors' judgment as to job qualifications, job description and training program.

Roman, Melvin and Jacobson, Sally.
Progress Report: Training of Mental Health Aides. Lincoln Hospital Mental Health Services, Albert Einstein College of Medicine, December 1965.

Training non-professional indigenous personnel as Mental Health Aides. Recruiting, selection, core training, on-the-job training, and in-service training are described.

Rutledge, Aaron L. and Gass, Gertrude Z.
Nineteen Negro Men. Jossey-Bass, Inc. Publishers, San Francisco, 1967. 106 pages.

An in depth clinical research study of 19 Negro men, born and brought up in Detroit, never successfully employed, in a retraining and education program for practical nurses in 1963. Experiences of the authors in this, and other manpower training programs, suggest that difficult attitudinal and behavioral adjustment, in both Negroes and whites, who are trainers, must be achieved if the employment situation of the disadvantaged Negro is to be significantly improved. Indications for personal and family counseling are strong, as well as consultation to training and supervisory staff.

Sexton, Brandan.
The New Careers Movement: A Useful Weapon in the War Against Poverty. Citizen's Crusade Against Poverty, Training Program, Washington, D.C. 1967.

Political obstacles and hazards to a new careers program. Describes a comprehensive medical program which could be developed in the Bedford-Stuyvesant area of New York to provide comprehensive medical care with a series of companion programs to provide job opportunities.

SEMI-PROFESSIONAL CAREERS: Physical and Mental Health
Education

Taylor, Frederick.
"Cleveland's Manpower Development Training Act Project for Hospital Workers." Employment Service Review, vol. 3, no. 11, November 1966, pages 75-76.

A Cleveland project to train a large number of unemployed residants in hospital and related occupations. Equal consideration was given to the needs of the hospitals and to the needs and abilities of the unemployed residents of the area. Includes recruitment methods and statistics on employability, projected classes, age, sex, and educational background of the enrollees.

Tuerk, Isadore, M.D.
A Blueprint for Action. Given on Saturday, June 24, 1967, at the National Committee on Employment of Youth Conference entitled, "From Concepts to Careers," under a grant from the Division of Adult and Vocational Education, Office of Education, U.S. Department of Health, Education, and Welfare.

Discusses some steps in Maryland mental health programs in the development of sub-professional personnel and careers and in trying to re-define the roles of professionals. Included is a brief description of in-training programs, experimentation, proposals for workshops, standards for sub-professional careers, and information on accreditation.

D. Education

Bowman, Garda and Klopf, Gordon.
New Careers and Roles in the American School. Bank Street College of Education, for the Office of Economic Opportunity, 103 East 125th Street, New York, September 1967.

Report of a study of auxiliary school personnel. Content is based on observations made from visits to the 15 demonstration training programs participating in the study and a consultation with representatives of professional organizations and school systems. Case studies of five illustration programs are included.

Felton, Nadine.
Career Incentive Plan for Higher Education on Non-professionals. New Careers Development Center, New York University, August 1967.

Proposal for a program permitting the Teacher Aide to advance by stages toward full professional standing.

SEMI-PROFESSIONAL CAREERS: Education

Office of Education.
National Conference on Education of the Disadvantaged. Department of Health, Education, and Welfare, U.S. Government Printing Office, 1966.

Recommends use of non-professional aides to free teachers for more teaching.

* Pearl, Arthur.
Forging New Careers: A New Approach to the Problems of Poverty. Center for Youth and Community Studies, Howard University, Washington, D.C., undated.

Points out that the greatest potential for new career jobs is in the public sector of the economy. Suggests that there are four levels of positions that could be established in the field of education--education aide, education assistant, education associate and supervising teacher.

Pinkerton, W. Stewart, Jr.
"The Non-professionals: Classroom Aides Handle Many Routine Chores for Teachers." Employment Service Review, Vol. 4, No. 10, October 1967, pages 7-10.

Discusses several school systems which employ teacher aides, who do everything from "unbuckling galoshes" to assisting with reading instruction.

Pruger, Robert.
The Establishment of a New Careers Program in a Public School. No. 107, 1967.

Describes the use of five new careerists in the Richmond Unified School District. Recruitment was through local agencies and organizations. Includes the formal agreement between the Contra Costa Council of Community Services and the Richmond School District, job descriptions, and addenda to the job descriptions.

SEMI-PROFESSIONAL CAREERS: Rehabilitation and Social Services (including Day Care)

E. Rehabilitation and Social Services (including Day Care)

Birnbaum, Martin L.,and Jones, Chester H.
"Activities of the Social Work Aides." Social Casework, vol. xlviii, no. 10, pages 626-632, 1967.

The role of non-professional social work aides in Project ENABLE, a nation-wide parent education project.

Bloomberg, Claire M.
Notes for Training Day Care Aides. Center for Youth and Community Studies, Howard University, Washington, D.C.

A detailed outline of material presented in a training program for day care aides.

Bloomberg, Claire, et al.
Day Care Aide Training Curriculum. Curriculum Series no. 4, Institute for Youth Studies, Howard University, Washington, D.C., April 1965.

The training program of a day care aide. Contains a typical job description designed to include "meaningful" activities. The qualifications listed for candidates are broad and flexible to enable staff to judge who might perform well in their jobs but not to set the standards so high as to limit recruitment to the "cream of the crop". Also included are screening procedures. Two important functions of research and evaluation are described.

Brager, George.
"The Indigenous Workers: A New Approach to the Social Work Technician."
Social Work, vol. 10, no. 2, April 1965, pages 33-40.

Use of non-professionals in the Mobilization for Youth programs. Criteria for selection in terms of the goals of the program; style of work (spontaneous, informal); and the increased number of people served.

SEMI-PROFESSIONAL CAREERS: Rehabilitation and Social Services (including Day Care)

Children's Bureau.
Guide Specifications for Positions in Day Care Centers. Welfare Administration, Department of Health,Education, and Welfare, 1965.

Job specifications for day care center aide. Examples of duties and minimum qualifications in education and experience.

Coggs, Pauline R.,and Robinson, Vivian R.
"Training Indigenous Community Leaders for Employment in Social Work." Social Casework, Vol. xlviii, No. 5, pages 278-281.

The use of lay workers in educational and social services, their leadership qualities, capacity for inter-personal relationship, duties, training, and educational requirements.

* Community Health and Welfare Council.
Home Management Aides. A Youth Development Project Evaluation Report, Community Health and Welfare Council, 404 South Eighth Street, Minneapolis, Minnesota, February 1966.

Training program for non-professionals to serve as homemaker aides.

Davis, Calvin.
"The Rehabilitation Aide in a Rural Poverty Area." Rehabilitation Record, March-April 1968, pages 36-37.

Report of a project serving a rural section of Contra Costa County, California, which uses non-professional local residents as staff assistants.

Elston, Patricia.
New Careers in Welfare for Professionals and Non-professionals. New Careers Development Center, New York University, December 1967.

Proposal for staffing reorganization linked to programs for the improvement and expansion of welfare services.

SEMI-PROFESSIONAL CAREERS: Rehabilitation and Social Services (including Day Care)

Goldberg, Gertrude.
"Untrained Neighborhood Workers in a Social Work Program," in New Careers for the Poor, Arthur Pearl and Frank Reissman (Eds.), New York, 1965, pages 126-154.

Fifteen neighborhood women were employed as homemakers to teach low-income people to manage their homes more efficiently. Includes recruitment and selection process, characteristics of the rejectees and those selected. Information based on case observations.

Grosser, Charles R.
"Local Residents as Mediators Between Middle-Class Professionals, Workers and Lower-Class Clients." The Social Service Review, Vol. 60, No. 1, March 1966, pages 56-63.

A study of the Lower East Side of New York to determine if the professional service worker shares the same aspirations and ambitions as his clients. The Mobilization for Youth staff was the professional sample and the local residents of the area, the clients. Both sets of respondents answered questions about how they perceived the neighborhood, and in addition, the Mobilization for Youth group was also asked to predict how the typical resident would respond. The residents were more optimistic about their lives than the professionals were (about those of the residents).

Harvey, Charles E.
"The Rehabilitation Aide in an Iowa Labor Union." Rehabilitation Record, March-April 1968, pages 35-36.

Brief description of a project supported by the Social and Rehabilitation Service to demonstrate the effectiveness of non-professional union counselors in locating and rehabilitating workers disabled in job connected accidents or illnesses.

Levinson, Perry, and Schiller, Jeffry.
"Role Analysis of the Indigenous Non-professional." Social Work, vol. 11, no. 3, July 1966, pages 95-101.

In spite of the strong commitment to organizational goals demanded of the indigenous non-professional, he finds himself in a discrepant role vis-a-vis his professionally oriented supervisor and his former client-oriented self-perception. The implications this has for utilization of the indigenous non-professional in a social welfare agency and for research in this area are reviewed by the authors.

SEMI-PROFESSIONAL CAREERS: Rehabilitation and Social Services (including Day Care)

Levinson, Perry, and Schiller, Jeffry.
The Indigenous Non-professional: Research Issues. Research Working Paper no. 6, Division of Research, Welfare Administration, U.S. Department of Health, Education, and Welfare, March 1965.

Reviews the past use of auxiliary personnel in social agencies, discusses the social structure of a welfare agency as a pyramid on three levels, covers the discrepant roles between professional and non-professionals and between non-professionals and the client, and makes recommendations for a threefold class of non-professionals.

New Careers Development Project.
Mental Retardation Non-professional Functions Survey Report. Institute for the Study of Crime and Delinquency, June 15, 1966.

Contains recommendations on new methods of extending services to the retarded. Discusses traveling employment counselor, social service worker aide trainee, vocational rehabilitation counselor's aide, social welfare aide.

Neugeboren, Bernard.
Evaluation of Unified Social Service Demonstration Program. Community Progress, Inc., New Haven, Connecticut, August 1967.

Report of project whose goals was to provide social service supportive of 3 major opportunity systems (employment, housing, and education) in order to assist persons to better use the opportunities being made avilable to them. The most successful outcomes were achieved when a social service was provided to program enrollees by a combination of professional and non-professional staff.

* Otis, Jack.
Problems and Promise in the Use of Indigenous Personnel. Prepared for the Panel on "Critique of Programs for the Training of Auxiliary Personnel" at the Annual Meeting of the Council on Social Work Education, Denver, Colorado, January 20, 1965.

The unfilled jobs in social welfare might be used to provide new career positions for the unemployed.

SEMI-PROFESSIONAL CAREERS: Rehabilitation and Social Services (including Day Care)

Progress Report, Youth Leadership Training Project. 777 Madison Street, San Francisco, California.

A progress report describes the Youth Leadership Training Project to train twenty young delinquent gang leaders as streetworkers (an outreach youth worker who tries to make youth in alienated or delinquent subcultures stop aggressive behavior.) Includes selection criteria, job description, and training materials that were used.

Ridenour, Lenore Karpelowsky.
"The Rehabilitation Aide in Watts and Nearby Neighborhoods." Rehabilitation Record, March-April 1968, pages 38-40.

A project in the greater Los Angeles area using 69 rehabilitation aides to assist in bringing comprehensive rehabilitation and other helping services to a population of 1½ million people.

Riessman, Frank.
"The Revolution in Social Work: The New Non-professional." Transaction, vol. 11, no. 1 (November-December 1964) pages 12-17.

The non-professional is defined. Description of training program and training principles involved, supported by case materials and specific training aides. Qualities for selection are listed. The apparent contributions of indigenous non-professionals working as Parent Education Aides are enumerated.

Robinson, William H.
The Sub-professional and the Profession of Public Welfare. At a conference of National Conference on Employment of Youth, June 24, 1967.

The recruiting of housing aides from public aide recipients. Also describes homemaker aides and housekeeping teachers.

State Merit Systems Division and Bureau of Family Services.
Utilization of Auxiliary Staff in the Provision of Family Services in Public Welfare. U.S. Department of Health, Education, and Welfare, December 1965.

A guide to the development of various types of jobs in public assistance auxiliary to administrative and social work jobs. Includes descriptions of auxiliary positions and an explanation of the job classification process.

SEMI-PROFESSIONAL CAREERS: Rehabilitation and Social Services (including Day Care)
Other

The Use of Case Aides in Casework Agencies. National Social Welfare Assembly, New York, 1959.

The use of case aides. Suggests guidelines for setting up positions for the disadvantaged. "The Use of Non-professional Personnel in the Allied Field of Nursing" comments briefly on practical nurses and nurses aides.

Winston, Ellen.
Homemaker Service and Social Welfare. Welfare Administration, U.S. Department of Health, Education, and Welfare, September 8, 1965.

A paper delivered at the International Congress of Homehelp Services, at Konigstein/Taunus, Federal Republic of Germany, on September 8, 1965; how a homemaker helps, her relationship to a social service team, standards for employment, and the growth of the service.

F. Other

Expanding the Role of Non-professionals in the Professional Organization. Presented at Conference on Training the Non-professional, sponsored by Scientific Resources Incorporated, Washington, D.C., March 15-16, 1967.

Details the jobs of human resources consultants, a group of salaried disadvantaged young men in the employ of Science Resources Incorporated. Jobs included consultation, lecturing and participating in panel presentations, educational tutoring, and working in community organizations.

* Grant, Joan.
"New Careers in Research," in New Careers: Ways Out of Poverty for Disadvantaged Youth, A Conference Report. Center for Youth and Community Studies, Howard University, Washington, D.C., March 1965.

States that with training and supervision, non-professionals could do interviewing, coding, data processing, independent studies and dissemination of research results.

II. PARTICIPATION IN COMMUNITY ACTION, PLANNING, OR ADMINISTRATION (advisory or policy-making capacities)

Friedlander, William.
"Client Involvement in the Public Welfare System: Communication and Participation." Public Welfare, Supplement No. 1, August 1967, 27 pages.

Deals with avenues for increasing communication and participation of the poor in the welfare system. Suggests that knowledge about programs, information about its application to life situations, opportunity to voice views about relevance and practicality, and a share in processes of developing policy direction are essential to realistic response by those who use the programs.

Piven, Frances.
"Participation of Residents in Neighborhood Community Action Programs." Social Work, vol. 11, no. 1, January 1966, pages 73-80.

Attributes of the urban poor which are pertinent to efforts to encourage resident participation, in terms of objectives outlined by the author. Strategies for facilitating resident participation are described. Author discusses persisting problems in overcoming barriers to low income participation and influence in community affairs which experience with these programs has revealed. Also discussed is the antipoverty project as a potential arena for resident participation.

Rubin, Lillian.
"Maximum Feasible Participation: The Origins, Implications, and Present Status." Poverty and Human Resources Abstracts, vol. II, no. 6, November-December 1967, pages 5-18.

The origins, legislative history, and attempts at practical applications of the philosophy of "maximum feasible participation." Stresses the need to determine how to implement such programs. The work of Alinsky, Riessman, others is summarized.

Schwartz, Jerome L. and Chermin, Milton.
"Participation of Recipients in Public Welfare Planning and Administration." The Social Service Review, vol. 41, no. 1, March 1967, pages 10-12.

Report based on 1962 survey on recipient participation in welfare programs. Focus of report was an opinion survey conducted among deans and professors of social work and private and public welfare executives. A general willingness was found to experiment with client participation in public assistance programs.

PARTICIPATION IN COMMUNITY ACTION, PLANNING, OR ADMINISTRATION (advisory or policy-making capacities)
TESTING AND SELECTION PROCEDURES FOR NON-PROFESSIONALS

Shostak, Arthur B.
"Promoting Participation of the Poor: Philadelphia's Antipoverty Program." Social Work, vol. 11, no. 1, January 1966, pages 64-67.

"Only in Philadelphia do the poor elect their own representatives to the city's antipoverty governing board." This paper reviews the background of the Philadelphia Antipoverty Action Committee (PAAC), the problems of including direct representatives of the poor, the character of the town meetings, the significance of the antipoverty election returns, and the record of the new representatives of the poor.

Turner, John B. (ed.).
Neighborhood Organization for Community Action. National Association of Social Workers, 1968.

Five papers by social scientists devoted to key issues identified through a series of workshops, held in various parts of the country. These workshops were used to gather information about patterns and issues in neighborhood organization for community action. Workshop participants included members of neighborhood organizations and persons providing staff services to such organizations. Problems in the limited social change effectiveness of such organizations are identified, along with suggestions for solution of these problems.

III. TESTING AND SELECTION PROCEDURES FOR NON-PROFESSIONALS

Barron, E.M., and Donohue, H.D.
"Psychiatric Aide Selection Through Psychological Examination." American Journal of Psychiatry, vol. 107, 1951, pages 859-865.

The Otis Quick Scoring Mental Ability Test (later replaced by the California Capacity Questionnaire) and the MMPI were used to select aide applicants at a state hospital. The MMPI screened out psychopaths effectively but did not detect other kinds of psychopathology. Using a 10-item effeciency rating, the authors concluded that applicants with dull normal intelligence ratings and with a tenth grade education made the best "risk" group in terms of effeciency ratings and job turnover.

TESTING AND SELECTION PROCEDURES FOR NON-PROFESSIONALS

Bureau of Employment Security.
Selection of Applicants for Youth Opportunity Program Training. U.S. Department of Labor, Manpower Administration, Washington, D.C., U.S. Government Printing Office, 1964.

Describes the process used to select candidates for training for the Youth Opportunity Program. Original selection was based on an elaborate application which yielded a final rating (PQ rating) based on personal factors and qualifications. A cognitive and a non-cognitive battery of tests were prepared for use in measuring attributes important for success in counselling with the disadvantaged. No studies as yet have been performed to support the opinion that this selection process has worked successfully.

Cattell, R.B. and Shotwell, Anna M.
"Personality Profiles of More Successful and Less Sucessful Psychiatric Technicians." American Journal of Mental Deficiency, vol. 58, 1954, pages 496-499.

Study was undertaken to determine whether Cattell's 16 Personality-Factor Questionnaire could differentiate between 105 more and less sucessful psychiatric technicians who were rated on their job performance by three staff members. When correlated, three factors showed a significant difference: emotional maturity, radicalism, and, with the most significant difference, superego strength.

Cliff, N., Newman, S.H. and Howell, Margaret A.
"Selection of Sub-professional Hospital Care Personnel." Journal of Applied Psychology, vol. 43, 1959, pages 42-46.

Study was undertaken to furnish definitive evidence on the validity of aptitude or ability tests and personality tests in the selection of sub-professional hospital care personnel. The 150 subjects were rated according to performance criteria by five professional nurses. Among the nine tests devised for the study there were high correlations, but low correlations between ratings and test scores. Certain tests correlated significantly, the best judge seeming to be the Ability to Follow Oral Directions Test. The validity of the predictors appears to be primarily due to a general ability rather than abilities specific to individual tests.

TESTING AND SELECTION PROCEDURES FOR NON-PROFESSIONALS

Cuadra, C.A. and Reed, F.
"Prediction of Psychiatric Aide Performance." Journal of Applied Psychology, 1957, vol. 41, no. 3, pages 195-197.

Study was concerned with the selection of psychiatric aides from a group of 366 applicants, using a variety of personal beliefs, values, and social attitudes (California Psychological Inventory). Length of service and ward performance were the criteria used. No relationship was found between predictions and actual job tenure and performance in the cross-validation sample. Distributions of motivation and ward performance scores were virtually identical for excellent, good, fair, and poor aides.

Culhane, Margaret M.
"Testing the Disadvantaged." Employment Service Review, vol. 2, no. 15, May 1965, pages 8-9.

The author believes that when used intelligently and carefully, tests could be used for the disadvantaged. Difficulties in testing the disadvantaged with standardized tests are described. Solutions are offered.

Guidelines on Employment Testing Procedures. Equal Employment Opportunity Commission, Washington, D.C., 1966.

Includes the guidelines developed in consultation with psychologists to provide employers with a "scientifically sound, industrially proven basis for matching manpower requirements with human aptitudes and abilities". Also includes the report by the panel of psychologists regarding the development, introduction and administration of tests of aptitude and/or ability in industrial settings as related to problems of race relations.

Hall, B.H., et al.
Psychiatric Aide Education. Grune and Stratton, New York, 1952, Chapter 3.

Scores on several tests used for selection of students for the Menninger Aide School were correlated with rankings of students at the completion of training. Coefficients obtained when test scores were correlated with over-all success in school were generally quite low. Corrlations between a student's test scores and his proficiency in clinical work and with academic achievement were similarly low. The only instance in which a relationship showed a tendency to hold for more than one group of students was that between the Michigan Speed of Reading Test and success in the School.

TESTING AND SELECTION PROCEDURES FOR NON-PROFESSIONALS

Kline, N.S.
"Characteristics and Screening of Unsatisfactory Psychiatric Attendants." American Journal of Psychiatry, vol. 106, 1950, pages 573-586.

The personal Inventory Test was administered to 108 new aides and again after two years. The Test would have screened out 83 per cent of the unsatisfactory aides and 23 per cent of the satisfactory aides; 4 per cent of the total group would have been unsatisfactory but not caught by the test.

Love, Jean O.
"Educational Background and Job Adjustment of Private Hospital Psychiatric Aides." American Journal of Psychiatry, vol. 112, 1955, pages 186-189.

Certain educational characteristics of 98 psychiatric aides did distinguish satisfactory aides from others, and above average from average and below average aides. Authors concluded that consistent evaluation of these educational criteria would be helpful in selecting applicants who would likely make above average adjustments, but would be of less value in selecting those whose job adjustments would be at least satisfactory.

Mathis, Harold.
The Environmental Participation Index. Psychometric Studies, Washington, D.C.

Checklist of possessions and activities designed to estimate the relative participation an individual has had in the American cultural milieu. Designed for use with disadvantaged groups. Scores correlate significantly with General Aptitude Test Battery scores.

Nicholas, Phoebe.
"Issues in Testing the Disadvantaged." Employment Service Review, vol. 3, no. 12, December 1966, page 42.

Raises questions about the use, kind, suitability, effect, and meaningfulness of tests given to the disadvantaged.

TESTING AND SELECTION PROCEDURES FOR NON-PROFESSIONALS

Orr, D.
"A Field Study of Psychiatric Aide Applicant Group at a State Mental Hospital." Dissertation Abstracts, vol. 18, 1958, pages 666-667.

Investigator looked for objective criteria for selection of psychiatric aides by investigating the personal history and personality of 100 applicants, administering the Kent Emergency Intelligence Test and the Rorschach Ink Blot Procedure, and using a definite interviewing procedure for each applicant. Concluded that no single factor in his selection process was important, but that the total view was. Suggests in-service training program and an eighth grade minimum education criterion, although ability based on education was not judged to be as important as the applicant's ability to adjust to the patient.

Sidney, G.P.
"A Study of Psychological Tests and Biographical Variables as Possible Predictors of Successful Psychiatric Aide Performance." Dissertation Abstracts, vol. 18, 1958, pages 289-290.

Study intended to develop a reliable checklist of items representing specific critical job requirements of a psychiatric aide, and to determine the correlation of selected vocational interest, intelligence, personality and biographical patterns with the desired criterion measures. Flanagan's Critical Incident Technique was used to get job requirements. None of the tests used was found to have any significant correlation with the criterion measure.

Tarjan, G., Shotwell, Anna M., and Dingman, H.F.
"A Screening Test for Psychiatric Technicians: A Preliminary Report on Five Years Experience with the Work Assignment Aid." American Journal of Mental Deficiency, vol. 59, 1955, pages 388-394.

Paper and pencil device called the "Work Assignment Aid" was administered to all new employees of the nursing services department of a state psychiatric hospital. The 682 members of the study group ranged from average intelligence upward. 34 out of 158 items on the test were of sufficiently high validity to be useful in discriminating between successful and unsuccessful technicians, and use of only these items during the past five years would have cut the turnover rate by an annual average of five per cent. The absence of significant correlations between the whole test and criteria of job performance suggested that intelligence is not one of the most important personality attributes when the group is composed of people of at least average intelligence.

TRAINING AND SELECTION PROCEDURES FOR NON-PROFESSIONALS

Taylor, Vernon R.
Control of Cultural Bias in Testing, An Action Program. California State Personnel Board, 1967 (mimeographed).

Report of the California State Personnel Board's response to the concern that civil service examinations are unfair to minority groups. Reviews the ways in which civil service tests may be culturally biased, describes special California problems, actions taken to cope with these problems, a review of written civil service tests and their instructions, problems impeding the greater use of performance tests, and attempts to develop "culture fair" tests.

Vaccaro, J.J.
"Judging the Adequacy of Psychiatric Aides." Hospital Management, vol. 73, 1952, page 46.

A battery of intelligence and personality tests was administered to the 50 best and 50 poorest aides in a mental hospital. Both tests of mental ability (Otis Self-Administering Test of Mental Ability and Oral Directions Test) differentiated the groups significantly. The Total Personality Score differentiated the two groups. The Picture-Frustration Study and the California Occupational Interest Inventory did not differentiate sufficiently to be useful.

Yerbury, E.C., Holzberg, J.D., and Alessi, L.
"Psychological Tests in the Selection and Placement of Psychiatric Aides." American Journal of Psychiatry, vol. 108, 1951, pages 91-97.

The Revised Beta Examination and the Multiple Choice Rorschach were administered to 113 newly employed psychiatric aides. The tests selected 32 per cent of the very good employees and falsely identified only 5 per cent of the very poor employees. The tests did not identify those who had been promoted or who were judged to be qualified for promotion.

APPENDIX A

A Selective Listing of On-going Sources - Publications

Blueprint for Opportunity: edited by Billy E. Barnes and Verna Shmavonian; published by The North Carolina Fund, P.O. Box 687, Durham, North Carolina, 27702.

Employment Service Review: edited by Elsie Soltar Dorman; monthly journal of the Federal-State Employment Service, Programs and Operations, U.S. Department of Labor, Washington, D.C.

New Careers Newsletter: edited by Nadine Felton and Lita Paniagua; published by the New Careers Development Center, New York University, Washington Square, New York.

New Generation (formerly American Child): edited by Louise Kapp; published quarterly by the National Committee on Employment of Youth, 145 East Thirty-Second Street, New York, 10016.

Poverty and Human Resources Abstracts: edited by Louis A. Ferman; published bi-monthly by the Institute of Labor and Industrial Relations, University of Michigan-Wayne State University, Ann Arbor, Michigan, 48106.

Trans-action: edited by Russell Dynes and E. L. Quarantelli; published by Washington University, St. Louis, Missouri.

APPENDIX B

A Selective Listing of On-going Sources - Centers and Programs

Center for the Study of Unemployed Youth, Graduate School of Social Work, New York University, New York

Center for Youth and Community Studies, Howard University, Washington, D.C.

National New Careers Council, Wayne State University, Detroit, Michigan

New Careers Development Center, New York University, New York

New Careers Development Program, University Research Corporation, Washington, D.C.

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